



TOWN OF BLOOMFIELD LEISURE SERVICES DEPARTMENT
2017 SUMMER PERSONNEL APPLICATION PACKAGE

Bloomfield Leisure Services Department
330 Park Avenue, Bloomfield, CT 06002
Phone 860-243-2923

RE: SUMMER APPLICATION AA, EOE, M/F

- *APPLICATIONS WILL BE ACCEPTED FROM January 10, 2017
- *DEADLINE TO FILE APPLICATION IS January 31, 2017
- *COMPLETE THE ENTIRE APPLICATION.

PLEASE READ THIS ENTIRE INFORMATION SHEET!

APPLICATIONS: Applications may be obtained at the Human Resources Department at Town Hall, 800 Bloomfield Avenue. Employment applications may also be downloaded and printed from our website www.bloomfieldct.org. Completed applications may be returned to Human Resources 800 Bloomfield Ave; Bloomfield, CT 06002. All sections of application must be filled out completely. Unfinished applications will be considered incomplete and returned.

DEADLINE for submitting applications: January 31, 2017

ORAL INTERVIEW/EXAMINATION DATES:

The Human Resources Department will notify applicants by mail if he/she has been granted an interview. After receiving notification of interview, the applicant must contact the Human Resources Department Office at 860-769-3544 to schedule an interview. Interviews for summer positions will be scheduled in the month of April. Candidates who cannot interview during the scheduled time should contact the HR. Dept. as soon as possible and an alternative time will be set up if feasible.

College students who are unavailable during the scheduled interview dates should try to arrange an interview during their spring break. Call 860-769-3544 and an interview will be scheduled if feasible.

Applicants will be notified of their employment status no later than May 30, 2017.

ONLY APPLY FOR A POSITION(S) FOR WHICH YOU ARE QUALIFIED.

The Leisure Services Department offers a course in Red Cross Community First Aid, CPR and FPR as part of the summer staff training. Successful applicants must attend and successfully pass training courses in order to be certified for work.

The Department reserves the right to modify positions and salaries prior to employment and all positions are contingent on passage of the 2017/2018 Town budget.

Applicants Please Note: Keep Summary of Seasonal Summer Positions for your records.

Town of Bloomfield Leisure Services Department
COMPLETE AND RETURN WITH APPLICATION

Summary of Seasonal Summer Positions: (AA, EOE, M/F)

Required for all positions: Community First Aid & Safety, CPR, Aquatics also needs FPR

NAME: _____ Telephone # _____

Mailing Address (Street, City/State, Zip Code)

REVIEW THE SUMMARY OF SEASONAL SUMMER POSITIONS. ONLY APPLY FOR A POSITION(S) FOR WHICH YOU ARE QUALIFIED. CIRCLE THE POSITION(S) FOR WHICH YOU ARE APPLYING BELOW:

Summary of Seasonal Summer Positions: (AA, EOE, M/F)

Required for all positions: COMMUNITY FIRST AID & SAFETY, CPR, and AQUATICS ALSO NEEDS FPR AND PROOF OF LIFEGUARD CERTIFICATION.

***Applicants must meet minimum age requirements by June 10, 2017.**

YOU MAY ONLY APPLY FOR TWO (2) POSITIONS. PLEASE INDICATE 1ST & 2ND CHOICE

Aquatics Positions:

_____ Program Supervisor	Min. qual. 21 yrs. old. W.S.I., LGTI, 4 yrs. experience as a lifeguard, and 2 years supervisory experience. <u>Lifeguard certification or proof of enrollment in lifeguard certification class.</u>
_____ WSI	Min. qual. 17 yrs. old. W.S.I., LGTI Preferred, and strong background of instructor knowledge in aquatics. <u>Lifeguard certification or proof of enrollment in lifeguard certification class.</u>
_____ Lifeguard	Min. qual. 16 yrs. old. LGT, W.S.I. preferred, Lifeguard <u>certification or proof of enrollment in lifeguard certification class.</u>
_____ Swim Team Coach	(20 hrs. teaching, approx. 20 hrs. coaching) Min. qual. 18 yrs. old. W.S.I., LGT. Strong technical knowledge of competitive swimming and background, <u>Lifeguard certification or proof of enrollment in lifeguard certification class.</u>
_____ Pool Front Desk Attendant	Min. Qual. 15 yrs. old. LGT preferred along with a background in aquatics.

Camp Positions:

_____ Assistant Program Supervisor	Min. qual. 18 yrs. old. Background or knowledge of recreation leadership and specific background in youth work.
_____ Activity Specialist	Min. qual. 16 yrs. old. Background in recreation leadership, interpersonal skills, and skills in play activities for youth 5 – 15 years of age.

***Applicants must meet minimum age requirements by June 10, 2017.**

The Department reserves the right to modify positions and salaries prior to employment and all positions are contingent on passage of the 2017/2018 Town budget.

**MUST PROVIDE OWN TRANSPORTATION TO AND FROM WORK SITE.
PREFERENCE MAY BE GIVEN TO BLOOMFIELD RESIDENTS.**



**TOWN OF BLOOMFIELD
LEISURE SERVICES DEPARTMENT**

330 Park Avenue
Bloomfield, CT 06002
860.243.2923



SEASONAL AND PART-TIME EMPLOYMENT APPLICATION

INSTRUCTIONS: TYPE OR PRINT CLEARLY

Application for the position (s) of A. _____ B. _____

NAME: _____

ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

Have you ever been convicted for violation of any law other than minor traffic regulations? Yes No

If YES, explain: _____

A "yes" answer will not automatically disqualify you from employment. The nature of seriousness of the offense and date of conviction will be considered.

Do you have a valid driver's license? Yes No What Class? _____

Highest level of education completed: _____

Name of High School: _____ Location: _____ Anticipated Graduation Date _____

Name of College/University: _____ Location: _____ Anticipated Graduation Date _____

DATES AND HOURS AVAILABLE FOR WORK: (Indicate dates and check appropriate spaces)

I am available for:		Part-time Employment					
From		To					
(Day/Month)		(Day/Month)					
Spring	_____	_____	_____	<input type="checkbox"/> Days	<input type="checkbox"/> Afternoons	<input type="checkbox"/> Nights	<input type="checkbox"/> Weekends
Summer	_____	_____	_____	<input checked="" type="checkbox"/> Days	<input type="checkbox"/> Afternoons	<input type="checkbox"/> Nights	<input type="checkbox"/> Weekends
Fall	_____	_____	_____	<input checked="" type="checkbox"/> Days	<input type="checkbox"/> Afternoons	<input type="checkbox"/> Nights	<input type="checkbox"/> Weekends

CERTIFICATION: (Check applicable information)

	Expiration Date	Certifying Agency		Expiration Date	Certifying Agency
Lifeguard Training	_____	_____	WSI	_____	_____
First Aid	_____	_____	BLS-CPR	_____	_____
Other (Specify)	_____	_____	Other CPR	_____	_____

REMARKS: Use this space for any additional information which would be of value for the job for which you are applying.

EMPLOYMENT RECORD: (List your most recent first)

1. Employer: _____ Position: _____

Address: _____ Salary: _____

Dates of Employment: From _____ To _____ Full-Time Part-Time

Brief Description of Duties: _____

Reason for Leaving: _____

2. Employer: _____ Position: _____

Address: _____ Salary: _____

Dates of Employment: From _____ To _____ Full-Time Part-Time

Brief Description of Duties: _____

Reason for Leaving: _____

Two (2) written reference forms are required. Use the attached forms and return them with application. Returning summer 2016 employees of the department do not need to include references.

Application will not be considered complete without both reference forms. References can not be an immediate or extended family member.

1. Name: _____ Phone Number: _____

Relationship: _____

2. Name: _____ Phone Number: _____

Relationship: _____

CERTIFICATION:

I certify that there are no misrepresentations, omissions or falsifications in the foregoing statements and answers, and that the entries made by me are true, complete and correct to the best of my knowledge and belief. I realize that the misrepresentation, omission or falsification of any information on this application is grounds for denial of employment or termination from employment if employment has already commenced.

I understand that failure to follow directions and complete all sections of this application is grounds for immediate dismissal from the application process.

I give my consent to the Town to check with personal references, previous employers and educational institutions concerning my employment or personal history.

I release the Town, previous employers and educational institutions from any liability arising from disclosure of information concerning my employment or personal history.

The acceptance of this application or the granting of an interview does not constitute an offer of employment or an employment agreement of any kind. In the event I am employed by the Town, I understand that the terms and conditions of my employment will be governed by the orders, rules, regulations and/or collective bargaining agreement.

Proof of citizenship or employment eligibility in accordance with the Immigration and Reform and Control Act of 1986 will be required at the time of appointment.

Applicants are subject to pre-employment drug testing pursuant to Connecticut General Statutes 31.5v. A positive test result is grounds for denial of employment or the withdrawal of any offer of employment. Individuals who are employed in positions designated as safety sensitive/high risk, or in positions requiring Commercial Driver's Licenses will be subject to random testing pursuant to state and federal law.

I hereby acknowledge that I have read the above statements and understand them.

Signature of Applicant

Date

**SUPPLEMENT TO
SEASONAL AND PART-TIME EMPLOYMENT APPLICATION**

NAME: _____

POSITION(S) APPLIED FOR: A. _____ B. _____

Please provide the information requested using additional sheets if necessary.

- A. Please describe any previous experience that you have had in a leadership position working with children. Describe leadership experience with other groups.

- B. Circle the level of your skill or interest for each of the items listed below.

Key

- 1 Qualified to organize and teach.
- 2 Qualified to assist in teaching
- 3 Interested and some skill
- 4 No skill, but interested in developing skills
- 5 No interest

Performing Arts	1	2	3	4	5
Nature	1	2	3	4	5
Sports	1	2	3	4	5
Tennis	1	2	3	4	5
Hiking	1	2	3	4	5
Swimming	1	2	3	4	5
Arts & Crafts	1	2	3	4	5
Other _____	1	2	3	4	5

Please elaborate on the above, and describe any other special skills or interest that you have in terms of program areas.

- C. In terms of the position for which you are an applicant, please describe what you perceive to be your strengths and weaknesses.

Signature of Applicant

Date

References must be completed and submitted in order to complete the application.

References can not be completed by a family member.

LEISURE SERVICES DEPARTMENT
REFERENCE FORM

(Applicant's Name) _____

has applied for the following part-time/seasonal position (s) with the Bloomfield Leisure Services Department:

(Position/s) _____

So that his/her application may be given proper consideration, your help is needed in completing this reference form. I hereby release from all liability the company or person below, and authorize the release of all information regarding my relationship/employment with them.

Applicant's Signature

Date

PLEASE COMPLETE ALL APPLICABLE INFORMATION

Name of Reference

Day Phone

Address

City State Zip

1) In what capacity have you know the applicant? _____

2) For how long? _____

3) If this individual has worked for you, how would you rate his/her work record and overall performance?

Please explain. _____

4) Would you rehire? _____

5) How would you rate this individual's character? Please explain: _____

6) Do you know of any reason why this individual should not be a valuable employee? _____

7) Please use this space for any additional comments. _____

Signature of Reference

Date

References must be completed and submitted in order to complete the application.

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REFERENCE FORM

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Date

PLEASE COMPLETE ALL APPLICABLE INFORMATION

Name of Reference

Day Phone

Address

City

State

Zip

1) In what capacity have you know the applicant? _____

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Please explain. _____

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5) How would you rate this individual's character? Please explain: _____

6) Do you know of any reason why this individual should not be a valuable employee? _____

7) Please use this space for any additional comments. _____

Signature of Reference

Date